

**MEETING OF THE  
EXECUTIVE COMMITTEE OF THE  
TRANSPORTATION AUTHORITY OF MARIN**

**WEDNESDAY, FEBRUARY 9<sup>th</sup>, 2005**

Executive Committee members present: Cynthia Murray, Marin County Board of Supervisors  
Steve Kinsey, Marin County Board of Supervisors  
Al Boro, San Rafael City Council  
Alice Fredericks, Tiburon Town Council  
Joan Lundstrom, Larkspur City Council

Executive Committee member absent: Lew Tremaine, Fairfax Town Council  
Peter Breen, San Anselmo Town Council

Staff Members Present: Craig Tackabery, TAM Executive Director  
Art Brook, Senior Transportation Planner  
JeriLynne Stewart, Recording Secretary

**Chair Kinsey called the Executive Committee meeting of the Transportation Authority of Marin Meeting to order at 3:06 p.m.**

- 1) Approval of Minutes from the January 12<sup>th</sup> and January 27<sup>th</sup> Meetings

**Commissioner Lundstrom moved to approve both sets of minutes. Commissioner Fredericks seconded the motion. Motion passed 5/0/2.**

- 2) Executive Director's Report

Executive Director Tackabery reported on the Work Program RFQ process, approved at the December 2004 TAM meeting. Mr. Tackabery received 11 submittals. The review panel consisted of Mr. Tackabery, Dean Powell, a San Mateo Transportation Authority member, Larkspur's City Manager and the Tiburon Public Works Director. The consultant short list to be interviewed is now a final 3 teams, and 2 individual outreach firms.

MCTD is also conducting an RFQ for its Short Range Transit Plan (SRTP), and interviews will be Friday.

Chair Kinsey noted the importance of publicizing the March 5<sup>th</sup> Transportation Workshop. Commissioners are to make themselves available to the press for interviews. Mr. Tackabery said the first task of the Outreach Consultant is to provide input on this workshop. Efforts will begin next week. Karen Nygren offered the assistance of the Sierra Club and the Marin County Bicycle Coalition to publicize the March 5<sup>th</sup> event.

Self Help Counties Coalition invited County of Marin to become a member; annual membership is \$2,500.

There have been concerns expressed about the data in our transportation model. The intent of the presentation made (last month to TAM) was in response to those comments. Staff was to bring back to the TAM Board a response to informational requests made by Commissioners. Commissioner Lundstrom said we should outline how the model fits in to the strategic plan process, and consider the costs of gathering the data. Commissioner Fredericks said she heard the TAM Board offer considerations depending upon the decisions we will be making in the future. Now, do we want to assign

the resources to get the specific data offered by TAM Commissioners? Chair Kinsey supports Executive Director Tackabery reiterating to the Commission their areas of interest, the clear goal of the model, and that subsequent ideas for elements of strategic plan process will be brought forward.

Executive Director Tackabery said that at the last TAM Board meeting, members of the Ross Valley School District spoke about their contract with GGBH&TD Bridge Districts. The Bridge District's rates are changing, and the School District lacks resources within their budget to pay for school bus service. Executive Director Tackabery stated that TAM does not conduct transit planning, or contract for service. The role of transit planning belongs to Marin County Transit District's (MCTD) as dictated by the Sales Tax Measure. Mr. Tackabery was directed to contact the school district representatives who spoke during Open Time at the December meeting, and ask that letters of request for assistance be written to the MCTD.

Chair Kinsey suggested a response be written to a column in the Marin Independent Journal. The public voted in November, yet may be unaware that monies for Measure A will not start being collected until June 2005. Commissioner Murray will work with Mr. Tackabery on an OpEd piece on how TAM is implementing Measure A. Mr. Tackabery said the content and amount of information posted on our website is constantly receiving positive comments.

#### 4) Draft Study of The Transportation Agency Organizational Models

Executive Director Tackabery explained that the Consultant hired to produce a draft of two reports has not been able to provide the documents. The Consultant, Carmen Clark, who is currently participating in a New York Conference, was to have been part of this meeting via telephone. As there are no reports to discuss, we did not need to make the telephone connection. Chair Kinsey said we need to have the reports at least 5 days prior to the March 5<sup>th</sup> Workshop. Mr. Tackabery suggested we could have an Ex Comm. meeting to review Ms. Clark's reports, as provided by her contract, prior to the February 24<sup>th</sup> TAM Meeting. Ex Comm. Commissioners are to receive drafts of Ms. Clark's reports via e-mail; then after their review and comments, staff will post the reports on our website.

Michelle Rodriguez, Senior Planner with the Marin County Community Development Agency, asked for clarification (in Ms. Clark's reports) of the analysis of TAM's responsibility for Land Use. Executive Director Tackabery explained that some of the discussion at the March 5<sup>th</sup> Workshop will be of the structuring of the (new) organization, and, what are to be the roles of TAM and the Countywide Planning Agency and MCTD.

#### 5) Review of CPS – The Executive Search

Commissioner Murray introduced the Senior Recruiters (SR) Kris Kristensen and Dave Harris of Sacramento's CPS Executive Search, who were selected to conduct the search for TAM's official Executive Director. Each SR gave detailed accounts of their respective backgrounds and expertise. The Ex Comm. contracted with CPS to provide the Executive Director's specific job description and salary review. Dave Harris explained he has handled 3 recruitments for the Solano Transportation Authority (which grew out of necessity from their Department of Public Works, similar to TAM), the Livermore/Amador Valley Transit Authority, Sacramento Area Councils of Government, plus City of Sunnyvale and Concord government managers.

Although both Mr. \_\_\_\_ and Mr. Harris will work together on the recruitment, only one of the SR's will meet with the Ex Comm. to deliver their findings. They will search nationally, then specifically throughout California, then throughout the western states. The Ex Comm. must provide CPS with the ideal candidate profile, therefore, what specific candidate background is the Ex Comm. looking for?

Commissioners reviewed and discussed CPS' Proposed Recruitment Schedule. Recruitment ads/outreach will be conducted for 30 days, beginning February 28<sup>th</sup>. CPS' expectation is that candidates will submit materials by April 4<sup>th</sup> and screen candidates that week. Peer and stakeholder panels can be held during the last week in April. The Ex Comm. can conduct their closed-session candidate interviews the last week in April, also. Appointment of the Executive Director ideally can happen by the end of May 2005.

Chair Kinsey suggested the Ex Comm. meet just prior to the regular TAM Board meeting February 24<sup>th</sup>. CPS is to interview each Ex Comm. Commissioner, plus the Executive Director of the MCTD, Director of CDA, as well as some stakeholders, about the key personal competencies required for candidates. Mr. Tackabery suggested the Ex Comm. discuss and recommend to TAM the job description and the salary requirements. He reported that TAM has no policy for reimbursement of expenses for potential candidates. Commissioner Murray suggested offering a low-interest loan to potential candidates. CPS said the possibility of a loan does affect a candidate's decision to apply. A discussion as to whether candidates would be open to an employment agreement and to a severance package is needed during CPS' interviews with Marin officials. CPS is to e-mail a draft of their specific list of questions to the Ex Comm. for review on/before February 22<sup>nd</sup>; everyone can prepare their comments for discussion on February 24<sup>th</sup>.

Chair Kinsey asked CPS to explain how TAM can be successful in light of where we are in our process of organizational development. CPS explained that virtually every appointment they seek is an "at will" position, therefore, the vast majority have employment agreements and severance packages. Chair Kinsey said the TAM Board needs to "up" its experience at personnel management and evaluation measurement. CPS helps Boards develop observations and objectives for an organization or a manager; performance criteria via a 3-hour workshop. CPS also suggested our County Counsel recommend a framework for employment; the fitting of contract language prior to making an offer of appointment.

It was agreed that there will be a Special Ex Comm. Meeting to be held @ 4pm on February 24<sup>th</sup>. Executive Director Tackabery and Commissioner Murray's office will work together to provide e-mail addresses and phone numbers to CPS of Marin officials, plus some stakeholders.

Karen Nygren of Sierra Club expressed concern about adequate amounts of time to advertise for the recruitment of Executive Director. CPS explained they utilize websites, e-mail blasts, and some printed publications for advertisement. They said the best candidates are found via telephone calls. Commissioner Murray requested a listing of the sites and publications, along with their submission deadlines, which will be utilized for advertisements.

#### 7) Open Time for Public Expression

Karen Nygren of Sierra Club suggested TAM send Dick Spotswood the entire text of Measure A. She also expressed concern about the transportation model, and gave a detailed example of St. Vincent's/Silveria model review, which was provided by MTC. Chair Kinsey asked Executive Director Tackabery to provide an explanation of the purpose of TAM's model, at the next meeting.

**Chair Kinsey adjourned the Ex Comm. Meeting at 4:25 p.m.**